

POSITION DESCRIPTION

DATA ANALYST

INTRODUCTION

The incumbent functions as Data Analyst in the Research Service of the South Texas Veterans Health Care System within the Health Services Research and Development Research Enhancement Award Program entitled "Veterans Evidence-based Research, Dissemination, and Implementation Center (VERDICT)." This research program involves identifying the most effective and efficient means of getting research into practice. Specifically, work involves working with an interdisciplinary team of investigators with expertise in various methodological and content areas: epidemiology, biostatistics, organizational learning, patient education and self-management, evidence-based teaching, and primary care/health care systems.

MAJOR DUTIES

The person in this position will provide professional skills necessary for all phases of data processing and analysis for research projects, including the application of standard, descriptive, and inferential statistical methods for conducting analysis.

Data Management

60 percent

Insures the integrity of research project data, possibly including data extraction, processing, storage, manipulation, and analysis. Is responsible for database design, administration, security, and maintenance. Accurately codes variables from original data and completes statistical analyses as needed. Shares knowledge of data coding and analysis techniques with other staff.

Research Design and Statistical Analyses

30 percent

Participates in ongoing decisions regarding study design, data collection, data analysis, and methodology. Works with research scientists to develop statistical analyses that address proposed research questions. Analyzes data with basic statistical methods, interprets results, and provides written summaries of data analyses. Presents and assesses alternative statistical methods with research scientists and other staff.

Professional Development and Professional Writing

10 percent

Expands personal knowledge of statistical techniques and methodology. Helps write the study design and statistical analysis sections of grant proposals and/or manuscripts.

Perform other duties as assigned.

Factor 1-7 Knowledge Required by the Position

1250 Points

Ability to assume responsibility for the data processing and statistical analysis for a health services research project. Ability to develop variables and analytic approach in collaboration with project staff. Ability to perform requested tasks with minimal direction. Must have thorough knowledge of variable coding and data manipulation. Must be willing to learn additional analytic approaches. Must possess excellent communication skills.

Expertise with basic statistical concepts, models and procedures required (e.g., descriptive statistics, bivariate approaches, linear regression, logistic regression, repeated measures analysis of variance, non-parametric approaches, etc.). Ability to evaluate alternative study designs in terms of sampling issues and power desired. Thorough knowledge of program package such as SAS or Stata for manipulation and analysis of research data is requisite. Experience in interpreting and reporting results of analysis, and experience in data processing and file management is necessary. Knowledge of study designs (e.g., multiple-baseline, experimental, longitudinal) is desirable. Should be comfortable working in the Microsoft Windows environment as well as in a non-GUI environment. Experience writing technical reports and manuscripts desirable.

Must be able to work effectively with others and have good interpersonal skills. Must be highly organized and work well under pressure. Must be able to work independently, as well as under supervision. Must be willing to accept responsibility and to show good judgment, initiative, and resourcefulness. Must be willing to adhere to the principles of confidentiality governing research work and to comply with all mandated training and ethical guidelines. Must value working in a collaborative environment.

Master's degree and two (2) years of experience with statistical analysis required, or any equivalent combination of education and experience which provide the applicant with the knowledge, skills, and ability to perform the job.

Factor 2-4 Supervisory Controls

450 Points

The supervisor sets the overall objectives and, in consultation with the employee, determines timeframes and possible shifts in staff or other resources required. The employee independently plans and carries out projects and analyses of the organization's requirements; interprets policies, procedures, and regulations in conformance with established mission objectives; integrates and coordinates the work of others as necessary; and resolves most conflicts as they arise. Informs the supervisor about progress, potentially controversial matters, or far reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or achieving expected results.

Factor 3-4 Guidelines

450 Points

Handbooks, manuals, models, and plans are available but are not completely applicable or gaps exist in significant areas. The employee is required to adapt guides and precedents for application to the assigned project or gather considerable information to supplement gaps or lack of specificity to particular problems.

Factor 4-4 Complexity

225 Points

Assignments consist of projects, studies, or evaluations characterized by the need for substantial problem analysis. Deciding what has to be done typically involves assessing situations complicated by conflicting or insufficient data which must be analyzed to determine the applicability of established methods. The nature of the complicating factors and requirements of the assignments is such that to plan and complete the work the data analyst must interpret considerable data either found in the guidelines or generated in the work. These data frequently are incomplete or conflicting or require frequent modification or adaptation of the established methods and procedures.

Factor 5-4 Scope and Effect

225 Points

The major purpose is to provide all phases of data processing and standard and descriptive statistical analysis of the research being done by VERDICT investigators. The results of the incumbent's work are critical to the VERDICT mission of providing high quality health care to the patient population.

Factor 6-3 Personal Contacts

60 Points

The incumbent will have contacts with VERDICT investigators, as well as technical and support staff. The incumbent will also interact with ALMD staff, trainees, and patients. Other contacts include VACO, other VAMCs around the country, as well as investigators and staff of other institutions.

Factor 7-3 Purpose of Contacts

120 Points

The purpose of contacts is to provide technical assistance and consultation, evaluate program or research analysis activity, and do necessary data management and statistical analysis. The incumbent must use influence and motivation techniques to advise on appropriate analytical methods and approaches.

Factor 8-1 Physical Demands

5 Points

The work is sedentary. Typically, the employee may sit comfortably to perform portions of the work. However, there is periodic walking; standing; bending; carrying of light items such as medical records, instructional material, books and manuals. No special physical demands are required to perform the work.

Factor 9-1 Work Environment

5 Points

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles. The work area is adequately lighted, heated, and ventilated.

Other Significant Facts

Customer Service

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

ADP Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs. To officially apply for the position go to the [USAJobs website](#).

OR

For more information, please send cover sheet and CV to:

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